

## **GENERAL MANAGER HUMAN RESOURCES**

### **DISTINGUISHING FEATURES**

The fundamental reason the General Manager, Human Resources exists is to plan, control and provide administrative direction for the overall activities of Human Resources. Responsible for coordinating departmental activities with other City departments to ensure effective working relationships, advising City management and the City Council of departmental progress through verbal and written reports, and speaking before public groups on the plans, programs, and goals of the Human Resources Department. This position requires an innovative leader that contributes effectively to the organization's performance goals and strategies. This classification is supervisory. The General Manager, Human Resources reports to the City Manager who evaluates performance through conferences, reports, and overall results achieved.

### **ESSENTIAL FUNCTIONS**

Oversees the activities of Divisions within Human Resources in providing strategic direction in terms of policy making and coalition building necessary for success. Facilitates and mentors staff, delegates effectively, and champions human resources policy/procedures to ensure quality services, fairness and accountability.

Manages and coordinates the activities of assigned division and implements plans, programs, and actions consistent with the direction of the City Manager; provides city wide budgetary monitoring and fiscal oversight; reports on research, special projects, and other relevant information.

Develops organizational development and human resources strategies and recommends short and long-range courses of action to the City Manager regarding efficient systems and procedures for the effective administration of policies. Assists in the evaluation and prioritization of Human Resources related citywide projects and work programs.

Provides policy guidance to the various divisions in Human Resources. Reviews the general operations of the divisions directed to determine their efficiency and provides direction on major projects or problem areas.

Makes effective verbal and written presentations. Provides information on matters relating to the department. Discusses policies and procedures, and presents department recommendations to the City Manager and City Council.

Communicates City and department policies and procedures, staff expectations, and management perspective to appropriate parties. Prepares City Council reports, reports to City management, and other correspondence.

Establishes strategic plans for Human Resources and evaluates the progress of programs towards the stated goals.

Oversees the preparation of the Human Resources administrative budget.

Works in close cooperation with other City management and officials to further the objectives of the City and the department.

Supports and represents City Council and management policies and practices to the public and other City employees.

## **MINIMUM QUALIFICATIONS**

### **Knowledge, Skills, and Abilities**

Knowledge of:

Public administration theories, principles, and practices, including human resource management and budget administration.

The principles and practices of effective administration with particular attention to strategic planning, organizing, and directing comprehensive administrative programs.

Management theory, principles and practices.

Ability to:

Plan, organize, and direct strategic activities related to human resource management.

Analyze a variety of administrative issues and prepare and present clear and concise recommendations and presentations to the City Council and City management.

Coach, counsel, mentor, and direct divisions to meet the goals and objectives of the City.

Communicate effectively both verbally and in writing.

Establish and maintain effective working relationships with the City Manager, executive management, City Council as well as the general public.

Produce speeches and written documents with clearly organized thoughts using proper sentence construction, grammar, and punctuation.

Comprehend and make inferences from written material and verbal and/or written instructions.

Use a personal computer, a variety of computer software, and other equipment essential to performing daily activities requiring continuous and repetitive arm, hand, and eye movement.

Maintain regular consistent attendance and punctuality.

### **Education & Experience**

The equivalent of ten or more years of strong governmental management and administrative experience, and a bachelor's degree in business administration, human resources management, public administration or a related field. An MPA, MBA or related degree is desirable.

FLSA Status: Exempt

HR Ordinance Status: Unclassified